



Washington, D.C. 20530

AUG 20 1987

[Redacted]  
Chairman  
Personnel Security Committee  
Central Intelligence Agency  
Washington, D.C. 20505

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Dear [Redacted]

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Enclosed is the Department of Justice response to the Survey of Foreign Travel Reporting Requirements.

Should you have any questions, please feel free to call me on 633-2094, or Mary Lawton on 633-5600.

Sincerely;

D. Jerry Rubino  
Department Security Officer

cc: Mary Lawton  
Office of Intelligence Policy and Review

Meeting  
7/2/81

MEMORANDUM FOR: Members, IG/CM(P)

FROM:

Chairman, Personnel Security Committee

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SUBJECT: Survey of Foreign Travel Reporting Requirements

1. The Personnel Security Committee (PSC) of the IG/CM(P) has been tasked with action on an item contained in the President's Report to Congress which reads:

Require that all cleared employees (including contractors) notify the security office of their respective agencies of all personal foreign travel before departure.

2. As a first step, we are surveying agencies to determine what is currently being done and to assist the Security Awareness and Education Subcommittee of the PSC in developing from that base a model which agencies can adapt to their needs. The model will identify basic elements which all programs should have as well as optional suggestions for reporting channels, records keeping, guidance and briefing for travelers, etc. We plan to start with procedures for government agencies then see how those procedures might be fitted to the contractor environment.

3. Members are requested to complete the attached survey prior to the next meeting of the IG/CM(P) and return it at that meeting or send it to the Executive Secretary, Personnel Security Committee, CIA, Washington D.C. 20505.

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## FOREIGN TRAVEL REPORTING SURVEY

Where responses require narrative comments, please attach papers with responses keyed to the numbered items below. Lines are provided below where short answers are likely to suffice. Please do not feel limited by the questions - further exposition, explanation, suggestion or other comments are welcome. We are searching not only for good techniques but also for basic elements, constraints, limitations, applications, and problems agencies might encounter in complying with the President's Report requirement.

1. Do you require reporting by all accessed employees:  
of all foreign travel? ALL CLEARED EMPLOYEES AND CONTRACTORS  
in advance of travel? YES  
mandatory? YES  
ALL EMPLOYEES AND CONTRACTORS MUST REPORT TRAVEL TO COMMUNIST COUNTRIES.
2. If not, what are the exceptions and why? Do you require reporting only by those with access to Sensitive Compartmented Information as required by DCID 1/20?  
SEE ABOVE
3. What is the regulatory basis for your reporting requirement?  
Please attach copy (if other than DCID 1/20).
4. How are employees advised of their obligation to report?  
<sup>28 CER 17.144</sup>  
REGULATIONS AND SECURITY BRIEFINGS.
5. From your experience, can you suggest any regulatory or procedural areas which should be given particular attention to ensure compliance?  
NOT AT THIS TIME
6. Are employees overseas treated differently in any essential ways than those in U.S.? NO If so, why?
7. What is vehicle for reporting? Memo? Form?  
Please attach copies or exemplar.  
PERSONAL MEMO
8. What information is reported?  
NAME AND ORGANIZATION OF TRAVELING EMPLOYEE, DATES OF TRAVEL AND COUNTRIES TO BE
9. Who reviews the report? (supervisor? security professional? counterintelligence officer? security education officer?) <sup>VISITED</sup>  
Who has final approval authority?  
SECURITY OFFICER REVIEWS AND BRIEFS AS NECESSARY.
10. What is response of security or other authority? Is employee advised of permission to travel? Is employee briefed on: how to act in denied areas? YES Harassments and provocations? YES General travel advice? YES Risk of Capture? YES Counterterrorism? YES Personal protection? YES Other? \_\_\_\_\_

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11. Where is the report filed? Is it kept with other security and counterintelligence related files? Is it made available to other agencies conducting a National Agency Check? How long is it kept? SECURITY STAFF FILE,

NO, NO INDEFINITELY

12. Is it reviewed in the event of periodic reinvestigation or other security incident or review?

NO

13. Listed below are some possible elements all programs should contain. Please indicate in margin below your agreement or disagreement - (please explain any "disagrees"). Your responses are for our guidance only - not an official position. Please add any comments as you like or suggest other elements you believe should be basic to all programs:

a. All accessed employees report

AGREE

b. Reporting done in advance

AGREE

c. All travel is reported

AGREE

d. Reports go to professional security official or counterintelligence official for review

AGREE

e. Reports stored in such a manner that they are available for review on occasion of all security actions (reinvestigation, NAC, change of clearance status, incident, etc.)

AGREE

f. All accessed employees receive foreign travel security awareness briefing as part of regular security awareness program and/or an annual reminder of the reporting requirement.

AGREE

g. Employees contemplating travel to hostile areas receive comprehensive defensive briefing for the specific area of intended travel as close as possible to such travel but no longer than one year prior to each trip.

AGREE

h. Employees required to report noteworthy incidents to U.S. Consul, Attache, RSO or post Duty Officer in country of travel and to security official upon return.

AGREE

YOUR ASSISTANCE IS VERY MUCH APPRECIATED  
PLEASE RETURN SURVEY TO

EXECUTIVE SECRETARY, PERSONNEL SECURITY COMMITTEE,  
CIA, WASHINGTON, D.C. 20505

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# Federal Register

**Thursday  
November 7, 1985**

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## **Part II**

## **Department of Justice**

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**28 CFR Part 17**

**National Security Information Program;  
Revision; Final Rule**